

Application for Carriage of Dangerous Goods by Air (Macao Operator)

Note – Application shall be made **at least one month** prior to the intended date of carriage for the first shipment.

Instructions:

1. Please read Aeronautical Circular - AC/OPS/005 before completing this form.
2. The form once completed should be returned by post to the Civil Aviation Authority – Macao, China.
3. Failure to complete this form in full may result in a delay in processing the application.

General Information

(Please tick the appropriate box)

Name of operator :

MACAO AOC holder:

Yes

No

Name and contact details of person within the operator's head office with overall responsibility for the carriage of dangerous goods by air.

Name (BLOCK LETTERS):

Company title & Department:

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Address:

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Telephone:

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Fax:

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E-mail:

Name of ground handling agent in MACAO:

Name and contact details of handling agent in MACAO with responsibility for handling of dangerous goods on behalf of the operator.

Name (BLOCK LETTERS):

Company title & Department:

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Address:

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Telephone:

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Fax:

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E-mail:

Dangerous goods operations

(Please tick the appropriate box)

Types of operations:

Passenger and cargo

Cargo only

Aircraft Type(s):

Proposed Commencement Date of
Operation (dd/mm/yyyy):

Dangerous goods training

Is training for the staff of the operator carried out by the operator or other organization(s)? If other organization(s), give name(s) of the organization(s) and state the categories of staff (i.e. cargo staff, passenger handling staff, flight crew, etc.) to whom such training has been given:

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Please specify whether the operator accepts the agent’s staff training carried out by the employed handling agent, or additional training will be provided by the operator.

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Declaration

Applicant shall ensure that following supporting documents are submitted with this application

- Details of operator’s dangerous goods training programs for ground staff and crew members.
 - Details of agent’s dangerous goods training programs.
 - A set of operator’s dangerous goods transport documents.
 - Relevant extracts from the Dangerous Goods / Operations Manual based on the references provided in the checklist on Appendix A of this application form.
 - Others (Please specify) :
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The undersigned declares that the information given in this application package is true in every respect.

Name (BLOCK LETTERS):

Company Title & Department:

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Telephone:

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Fax:

E-mail:

Signature :

Date :

Appendix A - Operations Manual Dangerous Goods Segments

For each of the item listed on the left, indicate in which manual the information is located as well as a precise reference.

No.	Information provided to the employees (ICAO TI 7;4.2)	Operations Manual or Other Manual (specify)	Reference in the Applicable Manual	Office Use Only
1 – General restrictions				
1.1	States the types of dangerous goods operations the company is engaged in.			
1.2	States which dangerous goods they do or do not accept for transport in which locations.			
1.3	There is a list of all locations where the operations manual is/are kept.			
2 – Dangerous goods coordinator				
2.1	The operator states the Company Title and telephone number or Individual’s name and telephone number of the company Dangerous Goods Program Coordinator(s), or designated person(s) and his/her role(s) with respect to the administration of the company’s dangerous goods program.			
2.2	The operator lists names and contact points for all third parties acting on their behalf for training, handling, offering for transport or transporting dangerous goods.			
3 – Applicable regulations				
3.1	The operator identifies the applicable regulations and documents the company uses, where they’re located and how they’re accessed.			
4 – Aircraft specific				
4.1	The manual provides instructions on loading restrictions of the operator (if applicable). (ICAO TI 7;4.2)			
4.2	States any aircraft dangerous goods loading restrictions by aircraft type. (ICAO TI 7;2)			
4.3	The manual provides details of the location and the numbering system of cargo compartments. (ICAO TI 7;4.2)			
4.4	The manual specifies the maximum total sum of transport indexes of radioactive material permitted in each compartment. (ICAO TI 7;4.2)			
5 – Training (ICAO TI 1;4 and 7;4.9)				
5.1	States who is responsible for the air operator’s Training Program and Training Records. (ICAO TI 1;4.2.5)			
5.2	States which company employees require training, type of training and frequency of recurrent training (ICAO TI 7;4.9)			
5.3	States that the air operator training programs must be approved by the State of authority. (ICAO TI 1;4.1.2)			

Appendix A - Operations Manual Dangerous Goods Segments

(Con't)

No.	Information provided to the employees (ICAO TI 7;4.2)	Operations Manual or Other Manual (specify)	Reference in the Applicable Manual	Office Use Only
6 – Passenger handling (ICAO TI 7;5 and 8;1)				
6.1	Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person. (ICAO TI 8;1)			
6.2	Describes the procedures for and the form of promulgating information to passengers. (ICAO TI 7;5.1)			
6.3	States what the acceptance procedures are for passengers and baggage. (ICAO TI 7;5.2)			
7 – COMAT shipment (ICAO TI 7;4.2)				
7.1	If the air operator does not perform the responsibilities of a shipper of COMAT, then the air operator will include a statement to this effect. (ICAO TI 7;4.2)			
7.2	States who is responsible / qualified to prepare dangerous goods COMAT for transport.			
7.3	Describes how dangerous goods COMAT are prepared for transport.			
7.4	Explains how dangerous goods COMAT are to be processed once prepared.			
8 – Acceptance procedures (ICAO TI 7;1)				
8.1	Describes how dangerous goods are prevented from entering the system without appropriate preparation. (ICAO TI 7;4.7)			
8.2	States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted. (ICAO TI 7;6.1)			
8.3	States the procedures for accepting / rejecting dangerous goods cargo. (ICAO TI 7;1)			
8.4	States the procedures for handling rejected dangerous goods in cargo.			
8.5	Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport. (ICAO TI 7;4.7)			
9 – Retention of documents (ICAO TI 7;4.10)				
9.1	Describes what documents must be retained. (ICAO TI 7;4.10)			
9.2	States the length of time for each type of document must be retained. (ICAO TI 7;4.10)			
9.3	Describes who is responsible for retaining the document.			
9.4	States the location where each is to be kept, including with third party.			

Appendix A - Operations Manual Dangerous Goods Segments

(Con't)

No.	Information provided to the employees (ICAO TI 7;4.2)	Operations Manual or Other Manual (specify)	Reference in the Applicable Manual	Office Use Only
10 – Ground handling (ICAO TI 7;2)				
10.1	Describes procedures for storing cargo in the course of air transportation, other than on the aircraft.			
10.2	Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft.			
10.3	Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices. (ICAO TI 7;2.6)			
10.4	Describes the procedures for loading / unloading dangerous goods onto or from an aircraft.			
11 – Load planning (ICAO TI 7;4.1)				
11.1	Describes the procedures for load planning (including preparation of NOTOC where applicable). (ICAO TI 7;4.1)			
12 – Emergency procedures (ICAO TI 7;4)				
12.1	States emergency response information is available and where the pilot-in-command / other crew members can find it. (ICAO TI 7;4.8)			
12.2	States how the pilot –in-command is to report emergencies involving dangerous goods. (ICAO TI 7;4.3)			
12.3	Describes how the NOTOC is accessed during an emergency. (ICAO TI 7;4.1.4)			
12.4	Describes the procedures for managing a dangerous goods incident / accident on the ground. (ICAO TI 7;3)			
12.5	Describes the procedures for managing misdeclared or undeclared dangerous goods. (ICAO TI 7;4.5)			
12.6	Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods. (ICAO TI 7;4.5)			
12.7	Describes the procedures to follow when reporting dangerous goods in passenger / crew baggage. (ICAO TI 7;4.5)			
12.8	Describes procedures to follow when reporting dangerous goods incident / accidents. (ICAO TI 7;4.4)			
12.9	In the event of an aircraft accident or serious incident, the operator must have a procedure to provide information without delay to emergency service responders about dangerous goods on board. (ICAO TI 7;4.6)			